

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

RISK MANAGEMENT WORKSHEET

1. Organization and Location			2. Page _____ of _____	
3. Operation/Task		4. Beginning Date:	5. Ending Date:	6. Date Prepared:

7. Prepared by (Name/Duty Position)

8. Identified Hazards:	9. Assess the Hazard's Initial Risk:				10. Control Measures Developed for Identified Hazards: (Specific measures taken to reduce the probability and severity of hazard.)	11. Assess the Hazard's Residual Risk:				12. How to Implement the Controls: (Include SOPs, references, etc.)	13. Supervision and Evaluation Method: (Continuous leader checks, buddy system, etc.)
(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)

14. Remaining Risk Level After Control Measures are Implemented (CIRCLE HIGHEST REMAINING RISK LEVEL)	LOW (Line Supervisor)	MEDIUM (Branch Chief)	HIGH (Field Office Manager)	EXTREMELY HIGH (Must be State Director or Associate)
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15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) (If Initial Risk Level is Medium, High, or Extremely High, brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks. NOTE: If person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken, and appropriate resources requested, and that the risk was accepted by the risk decision authority.)

(Signature)

RISK MANAGEMENT WORKSHEET INSTRUCTIONS

1. Organization conducting the Risk Assessment and the location of the operation.
2. If more than one page is used, indicate number of pages. (For example: Page 1 of 3)
3. In general terms, identify the operation/task(s) to be performed.
4. Enter the date that the operation/task(s) is to begin.
5. Enter the date that the operation/task(s) is to end.
6. Enter the date that the Risk Assessment was prepared.
7. Enter the name and duty position of the person completing the form.
8. Identify specific hazards associated with the operation/task(s). It is important to be specific and start at the beginning, the preparation phase (equipment draw/transportation of equipment) of the operation. (For example: unfamiliar equipment, inexperienced operators, improperly configured equipment, challenging terrain, natural hazards, hazardous chemical use, span of supervision, location of work, types of roads, confined spaces, pinch points.)
9. Assess the initial risk using the risk assessment matrix.
10. Identify control measures for each identified hazard in block 8.
11. Assess the residual risk, the risk remaining after control measures are taken into consideration, using the risk assessment matrix.
12. Identify how the controls will be implemented (For example: SOPs, tailgate safety briefings, written/oral policy statements/directions, familiarization training, Right to Know training, use of PPE, use of spotters.)
13. Enter the specific individual(s) or method(s) used to supervise and evaluate the provisions of the Risk Assessment. (For example: supervisor/leader on site, buddy system, employee crosstalk.)
14. Circle the appropriate remaining level of risk.
15. The authority accepting the risk should sign this block; however, if the authority is notified and accepts the risk, the person completing the form can note same sign block 15. (See "Note" in block 15.)